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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Plans & Policy Staff/TR

DATE: 1 February 1956

FROM : Chief, Administrative Branch/TR

SUBJECT: Weekly Activity Report #5

I. SIGNIFICANT ITEMS - NoneII. OTHER ITEMS

A. EXTERNAL LANGUAGE TRAINING Negotiations between the Administrative Branch/TR and the Training Division, Department of the Army, resulted in the acquisition of two slots in the Army Language School, Monterey, California. One slot is in the Bulgarian Course which begins in March, 1956, and the other is in the Rumanian Course which begins in June, 1956.

B. CONSOLIDATED CHARITIES FUND DRIVE The final report on OTR's participation in the Consolidated Charities Fund Drive indicated that 221 persons participated, contributing a total of \$3,292. This amount is \$1,052 over the goal assigned to OTR.

C. REPORTS SURVEY At the request of the Chief, Records Management Staff, a reports survey was made in OTR. The survey showed that there are thirty-one regularly prepared intraoffice reports and thirty-six regularly prepared interoffice reports. Preparation of the former requires 1,145 man-hours annually, and the latter 5,545 man-hours annually.

D. REPORT OF TRAINING STATISTICS TO THE SSA/DDS At his request, a report was prepared and forwarded to the SSA/DDS showing the total number of DDP personnel who participated in the following courses since the date each was established:

1. Administrative Procedures
2. Operations Support
3. Basic Orientation Course
4. Operations Course
5. Operations Familiarization Course

F. ALTERATIONS, R&S BUILDING Alterations were completed in the offices of the Instructional Services Branch and the Films Branch, R&S Building. Necessary telephone changes and furniture moves have also been completed.

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G. MILITARY RESERVE QUESTIONNAIRE. All Military Reserve questionnaires received to date have been screened and forwarded to the DDTR for review. It was noted that some of the questionnaires are inconsistent with the Agency Career Service Program. These particular questionnaires will be returned to appropriate School and Staff Chiefs in an effort to iron out the difficulties.

25X1 H. ROTATION PROGRAM. A list of DDP returnees who are expected within the next three months has been received from the Clandestine Career Service Panel. From this list, approximately [redacted] personnel folders have been reviewed and several individuals earmarked for OTR. The names of those individuals were forwarded to the Chairman, Clandestine Career Service Panel for his follow up.

I. NEW FITNESS REPORTS. Quantities of the new Fitness Report forms are available from the Office of Personnel. The new report cannot be used however until the instructional handbook is published.

J. 1955 CREDIT UNION DIVIDENDS. At the annual Credit Union stockholders meeting on 30 January 1956, the dividend rate for 1955 was established at 4.4%.

25X1 K. OTR BUDGET. The final revision of OTR's 1957 budget estimates is being prepared for submission to the Bureau of the Budget.

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